

**City of Mattoon, Illinois**  
**Job Description**

**Title:** Administrative Assistant – Parks, Lakes and Public Works

**Type:** Full-time

**Classification:** Non-Exempt

**Work Hours:** 8:00 a.m. – 4:30 p.m. – Monday - Friday, except holidays

**Compensation Range:** \$28,000 – \$35,500 (DOQ)

**POSITION SUMMARY:**

Performs a variety of general clerical duties as required in an assigned department. Receives direct supervision from Park Superintendent and Public Works Director.

**DISTINGUISHING CHARACTERISTICS:**

The Park's Department is unique in that it oversees the daily activities of the parks and recreation, sports complex and other City fields, Dodge Grove Cemetery and Lake Mattoon campgrounds, lake marina and beach. Public Works Department oversees the daily activities of Water and Wastewater Plants, water and sewer infrastructure and the city street right of ways. Administrative Assistants participate in registering seasonal camping at Lake Mattoon, scheduling and organizing calendar of tournaments for the Sports Complex and other City fields.

**EXAMPLES OF DUTIES:**

Type and proofread a variety of documents including general correspondence, agendas, reports, memos and statistical charts from rough draft, recordings, forms, copy, notes or verbal instruction.

Perform a variety of routine clerical work including filing, billing, verifying and recording information, taking reservations for park buildings and organizing payroll time sheet for the departments.

Act as a receptionist; answer the telephone and wait on the general public, providing routine and general information on departmental and city policies and procedures as required; refer telephone calls to appropriate department personnel.

Compile data for statistical and financial reports; maintain a variety of statistical records; check and tabulate basic statistical data; prepare statistical reports for various funds (Motor Fuel Tax Funds and Federal Aid).

Process purchasing information; order and maintain office supplies; resolve errors in orders received and on invoices.

Perform recordkeeping for various funds and expenditures; maintain inventory records and other department and program files.

Perform scheduling and upkeep on department calendar, sports complex calendar, and other information into computer.

Assists with ordering or purchasing materials, order tracking and billing information for the different departments.

Sort and file documents and records, maintain alphabetical, index and cross-reference files.

Operate a computer, calculator and/or other office equipment.

Receive, sort and distribute incoming and outgoing correspondence.

Issue, receive, type and process various applications, permits and forms.

May distribute agendas and meeting packets.

May sign and distribute form letters.

Performs related work as required.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of mathematics through basic algebraic equations.

Skill in the detection of discrepancies in general correspondence, agendas, reports, memos and statistical charts.

Skill in planning and scheduling work to accommodate changing situations and the needs of customers and vendors.

Ability to exercise sound judgment in making decisions and in securing compliance with departmental and city policies and procedures.

Ability to establish and maintain effective working relationships with interdepartmental personnel and the general public.

Ability to investigate complaints, explain requirements and participate in the resolution of problems.

Ability to legibly and accurately annotate pertinent factual data and to prepare clear, concise oral and written reports.

Ability to perform tasks that require typing, stooping, kneeling, visual acuity, depth perception and color vision.

#### **QUALIFICATIONS:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be some general clerical experience including public contact and training equivalent to a high school degree or equivalent. Additional specialized clerical training is desirable.

#### **PHYSICAL REQUIREMENTS:**

Incumbent may engage in the following movements: stooping, reaching, pushing, pulling, fingering and grasping; some of which may be repetitive.

Incumbent must sit, stand, and walk for various periods of time while performing the duties of the position.

Hearing and speaking ability sufficient to carry on a conversation with other individuals in person and over the telephone.

Visual ability sufficient to read and complete written correspondence, information on a computer screen, and operate a motorized vehicle.

Exerts up to 20 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.

The noise level in the working environment is generally, quite.

**NECESSARY SPECIAL REQUIREMENT:**

Possession of a valid Illinois Class D Drivers License.

Experience with Microsoft Office, Excel and Word.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.

City of Mattoon is an Equal Opportunity Employer.

**Administrative Assistant  
Salary & Benefits**

Salary:	\$13.46/hr (\$28,000.00/yr) to \$17.06/hr (\$35,500.00/yr) Depending on Qualifications
Employment Status:	Full-Time. Overtime paid at 1.5 x hourly rate
Work Hours:	Normal work hours are 8A to 4:30P, Mon thru Fri
Residency Requirement:	20 miles of Mattoon City Limits
Health Insurance:	Self-Insured PPO – Rates Effective 5/01/21 Employee only: \$148.06/month Family Coverage: \$427.10/month Dental and \$10,000 in Life Insurance Included
Retirement:	Illinois Municipal Retirement Fund Employee Share: 4.5% 10 years of service required to become vested
Holidays:	13 paid holidays per year
Vacation:	Accrue 10 days per year (2 weeks)
Sick Leave:	Accrue 10 days per year (2 weeks)
Drug Testing:	Pre-employment, post-accident, and random drug testing.